

**TWENTY - EIGHTH  
ALASKA STATE LEGISLATURE**



**NEW LEGISLATOR  
PRE-SESSION ORIENTATION  
JANUARY 9 - 11, 2013**

**TWENTY-EIGHTH ALASKA STATE LEGISLATURE  
FIRST SESSION  
NEW LEGISLATOR ORIENTATION  
JANUARY 9 – 11, 2013 AND  
SPOUSE AND FAMILY LUNCHEON JANUARY 14, 2013**

**WEDNESDAY, JANUARY 9, 2013**

(Casual day, no cameras, no press)

**Location: Terry Miller Legislative Office Building, 5<sup>th</sup> & Main Street, 1<sup>st</sup> Floor, Room 104**

(Please be prompt – show up early we will have coffee, snacks)

10:00 – 11:00 AM **HANDS ON – COMPUTERS, BASIS, VOIP PHONES, iPADS &  
BLACKBERRYS**  
CURT CLOTHIER, IS MANAGER  
TINA STRONG, PROCUREMENT OFFICER

11:00 – NOON **TOUR OF FOUR LEGISLATIVE BUILDINGS** – Terry Miller  
Legislative Office Building, Legislative Finance Building, Capitol and  
Thomas Stewart Legislative Office Building - meet staff

NOON – 1:25 PM **LUNCH HOSTED BY JUNEAU DELEGATION** (Sen. Dennis Egan, Rep.  
Cathy Muñoz & Rep. Beth Kerttula) at the Juneau Douglas City Museum,  
114 W. 4<sup>th</sup> Street (next to the Capitol)

**Location: Terry Miller Legislative Office Building, 5<sup>th</sup> & Main Street, 1<sup>st</sup> Floor, Room 104**

1:30 – 4:30 PM **LEGISLATIVE ETHICS LAW**  
Ethics Training for 2013, Standards of Conduct, Disclosure Statements, Gifts,  
Complaints, Campaigning, Reporting Deadlines, Advisory Opinions, etc.  
JOYCE ANDERSON, ETHICS COMMITTEE ADMINISTRATOR,  
SELECT COMMITTEE ON LEGISLATIVE ETHICS

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**THURSDAY, JANUARY 10, 2013**

(Casual day, cameras with consent of presenter)

**PRESENTATIONS BY VETERAN LEGISLATORS & OTHERS**

**Location:** House Finance Committee Room, Capitol, Room 519

9:00 – 11:00 AM      **AVOIDING DISCRIMINATORY PRACTICES – EQUAL  
EMPLOYMENT RIGHTS & RESPONSIBILITIES**  
STEVE KOTEFF, HUMAN RIGHTS COMMISSION ADVOCATE

**MEXICAN LUNCH WITH AGENCY MANAGERS & LEGAL SERVICES ATTORNEYS**

**Location:** Terry Miller Legislative Office Building, 3rd Floor

**Location:** House Finance Committee Room, Capitol, Room 519

1:30 – 2:30 PM      **CHAIR RESPONSIBILITIES, COMMUNICATION WITH THE  
COMMITTEE & OTHER HELPFUL HINTS**  
Running an effective committee meeting, records of the committee, public  
testimony, working with staff, prioritizing bills, helpful hints, etc.  
LEGISLATIVE COUNCIL CHAIR-ELECT REP. MIKE HAWKER

3:00 – 4:00 PM      **MOCK COMMITTEE MEETING**  
Run through a mock committee meeting, testifying, sample folders,  
teleconferencing demonstration, committee secretary, timeliness, etc.  
HOUSE MAJORITY WHIP PEGGY WILSON

**FRIDAY, JANUARY 11, 2013**

(Business attire)

**Location:** House Majority Caucus Room, Capitol, Room 208

8:30 – 9:00 AM      **LEADERSHIP AND PROTOCOL**  
Leadership's responsibilities, duties and powers; requests to be excused from  
floor sessions and meeting schedule; protocol; etc.  
SENATE MAJORITY LEADER-ELECT JOHN COGHILL, JR.  
HOUSE MAJORITY LEADER-ELECT LANCE PRUITT

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**FRIDAY, JANUARY 11, 2013 (continued)**

**Location: House Majority Caucus Room, Capitol, Room 208**

9:00 – 10:00 AM     **PARLIAMENTARY PROCEDURES, MASON'S MANUAL,  
UNIFORM RULES**  
SENATE PRESIDENT-ELECT CHARLIE HUGGINS  
SPEAKER MIKE CHENAULT  
SENATE MAJORITY LEADER-ELECT JOHN COGHILL, JR.  
HOUSE MAJORITY LEADER-ELECT LANCE PRUITT  
SENATE RULES CHAIR-ELECT LESIL MCGUIRE  
HOUSE RULES CHAIR CRAIG JOHNSON  
DOUG GARDNER, LEGAL DIRECTOR & PARLIAMENTARIAN

**Location: House Chambers, Capitol, 2nd Floor**

10:00 – 11:00 AM     **HOUSE MOCK FLOOR SESSION & VOTING MACHINE  
DEMONSTRATION**  
SPEAKER MIKE CHENAULT  
HOUSE MAJORITY LEADER-ELECT LANCE PRUITT  
HOUSE RULES CHAIR CRAIG JOHNSON  
SUZI LOWELL, CHIEF CLERK  
SGT-AT-ARMS & PAGES  
Mock floor session with script on a bill, discuss other procedures,  
demonstration of voting machine, run through swearing-in

**Location: Senate Chambers, Capitol, 2nd Floor**

10:00 – 11:00 AM     **SENATE MOCK FLOOR SESSION & VOTING MACHINE  
DEMONSTRATION**  
SENATE PRESIDENT-ELECT CHARLIE HUGGINS  
SENATE MAJORITY LEADER-ELECT JOHN COGHILL, JR.  
LIZ CLARK, ACTING SENATE SECRETARY  
SGT-AT-ARMS & PAGES  
Mock floor session with script on a bill, discuss other procedures,  
demonstration of voting machine, run through swearing-in

**Location: House Majority Caucus Room, Capitol, Room 208**

11:00 – 11:30 AM     **DEBRIEFING IN SPEAKER'S OFFICE FOR HOUSE MEMBERS**  
SPEAKER MIKE CHENAULT  
HOUSE MAJORITY LEADER-ELECT LANCE PRUITT  
HOUSE RULES CHAIR CRAIG JOHNSON  
Away from cameras, ask questions about procedures and mock floor session

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**FRIDAY, JANUARY 11, 2013 (continued)**

**Location: Senate President's Office, Capitol, Room 111**

11:00 – 11:30 AM    **DEBRIEFING IN SENATE PRESIDENT'S OFFICE**  
SENATE PRESIDENT-ELECT CHARLIE HUGGINS  
SENATE MAJORITY LEADER-ELECT JOHN COGHILL, JR.  
SENATE RULES CHAIR-ELECT LESIL MCGUIRE  
Away from cameras, ask questions about procedures and mock floor session

**LUNCH ON YOUR OWN – Lounge will have sandwiches & soup for purchase**

**Location: Senate Finance Committee Room, Capitol, Room 532**

1:00 – 2:30 PM    **APPROPRIATION PROCESS**  
Appropriation process, budget books, explanation of detailed budget forms,  
subcommittee assignments and fiscal notes, etc.  
SENATE FINANCE CO-CHAIR-ELECT PETE KELLY  
HOUSE FINANCE CO-CHAIR-ELECT ALAN AUSTERMAN

2:30 – 3:30 PM    **RULES, LOUNGE, UNIFORM RULES, FLOOR DECORUM**  
Responsibilities of Rules offices, computers, furniture & equipment, staffing,  
scheduling of bills, absences, Lounge, designated smoking areas, Uniform  
Rules, floor decorum, etc.  
SENATE RULES CHAIR-ELECT LESIL MCGUIRE  
HOUSE RULES CHAIR CRAIG JOHNSON

**Location: Terry Miller Legislative Office Building, Gymnasium, 2nd Floor**

**WELCOMING RECEPTION**

4:30 – 6:30 PM    **WELCOMING RECEPTION**  
VETERAN LEGISLATORS, OFFICE OF THE GOVERNOR, OFFICE OF  
THE LT. GOVERNOR, COMMISSIONERS, DEPUTY  
COMMISSIONERS, LEGISLATIVE LIAISONS, PRESIDENT OF THE  
UNIVERSITY OF ALASKA AND COURT SYSTEM OFFICIALS ARE  
INVITED TO MEET WITH NEW AND RETURNING LEGISLATORS

**A PRESENTATION BY SENATE PRESIDENT-ELECT HUGGINS  
AND SPEAKER CHENAULT WILL OCCUR AT APPROXIMATELY  
5:15PM INTRODUCING THEIR NEW MEMBERS**

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**SPOUSE AND FAMILY PROGRAM**

**MONDAY, JANUARY 14, 2013**

**Baranof Hotel, Gold Room Restaurant, 127 N. Franklin Street**

**11:30AM – 1:30PM LUNCH AT THE BARANOF HOTEL FOR SPOUSES, SIGNIFICANT  
OTHERS AND FAMILY OF NEW AND VETERAN MEMBERS**

**HOSTED BY BECKY HUGGINS (SENATE PRESIDENT-ELECT  
CHARLIE HUGGINS) AND NANCY JOHNSON (REPRESENTATIVE  
CRAIG JOHNSON)**

**(Note: This lunch is for family, not legislative staff)**

***Please RSVP to the Executive Director's Office 465-3800***



Home -  
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 Meetings -



# New Legislator Orientation and Training: 2012-2013

New Legislator Orientation is designed to instruct new legislators in legislative processes and offer insight into working with various participants.

2012-2013 Schedule
11-28-2012
11-29-2012
11-30-2012
12-6-2012
12-13-2012
1-14-2013
1-15-2013
1-16-2013
1-17-2013
4-1-2013
5-8-2013

## 2012-2013 Schedule

Phase I Orientation – November 28, 29, and 30 to be held in Carson City

Phase II Issue Briefs – December 6 and December 13 to be videoconferenced among Carson City, Elko, and Las Vegas

Phase III Academy – January 14, 15, 16, and 17 to be held in Carson City

### **Wednesday, November 28, 2012**

- |                       |  |
|-----------------------|--|
| 9:30 a.m.—10:00 a.m.  | Continental Breakfast—Room 3100  |
| 10:00 a.m.—10:15 a.m. | Welcome—Room 3100 <ul style="list-style-type: none"> <li>• Senate and Assembly Leadership</li> </ul>   |
| 10:15 a.m.—10:45 a.m. | Overview of the Legislative Counsel Bureau—Room 3100 <ul style="list-style-type: none"> <li>• Rick Combs, Director</li> <li>• Roger Wilkerson, Chief, Administrative Division</li> </ul> |

- Paul V. Townsend, Legislative Auditor, Audit Division
- Mark Krmpotic, Senate Fiscal Analyst, Fiscal Analysis Division
- Cindy Jones, Assembly Fiscal Analyst, Fiscal Analysis Division
- Brenda J. Erdoes, Legislative Counsel, Legal Division
- Donald O. Williams, Research Director, Research Division

- 10:45 a.m.—11:15 a.m.      Legislator Compensation, Benefits, and Travel—Room 3100
- Chuck Mahoney, Chief Accountant, Accounting Unit, Administrative Division
- 11:15 a.m.—11:45 a.m.      Tour of the Legislative Building
- 11:45 a.m.—Noon              Break
- Noon—1:45 p.m.              Senate Lunch—Office of the Secretary of the Senate
- David Byerman, Secretary of the Senate
- Assembly Lunch—Office of the Chief Clerk of the Assembly
- Susan Furlong, Chief Clerk of the Assembly
- 1:45 p.m.—2:00 p.m.              Break
- 2:00 p.m.—5:00 p.m.              Individual Legislator Activities—First Floor Foyer, Legislative Building
- 5:30 p.m.                          Group Dinner (bus leaves at this time)

#### Thursday, November 29, 2012

- 7:45 a.m.—8:30 a.m.              Breakfast—Room 3100
- 8:30 a.m.—8:45 a.m.              Break
- 8:45 a.m.—11:45 a.m.              Legislative Counsel Bureau: Presentations from Divisions—Room 4100
- Legal Division: The Legislature's Lawyer
- Brenda J. Erdoes, Legislative Counsel
- Audit Division: Assessing Performance



- Paul V. Townsend, Legislative Auditor  
**Handout**

Break

Fiscal Analysis Division: Preparing the Budget and Forecasting Revenue

- Mark Krmpotic, Senate Fiscal Analyst
- Cindy Jones, Assembly Fiscal Analyst

Research Division

- Donald O. Williams, Research Director
  - Research Analysts: Linking Research to Policy **Handout**
  - Research Library and Research Publications: Preserving the Record **Handout**
  - Constituent Services Unit: Serving Your Constituents **Handout**

11:45 a.m.—12:15 p.m. Break

12:15 p.m.—1:45 p.m. Luncheon—Old Assembly Chamber

Table Topic:

*What I Know Now That I Wish I Had Known Then*

Roundtable Discussion with Returning Legislators

Program:

*Remembering Citizen Legislators: The Nevada Legislature Oral History Project*  
Dana R. Bennett, Ph.D., Bennett Historical Research Services

2:00 p.m.—5:00 p.m. Individual Legislator Activities

(4:00 p.m.—5:00 p.m.) Optional Tour of Carson City

5:00 p.m. Dinner (individual responsibility)

### Friday, November 30, 2012

7:30 a.m.—8:30 a.m. Breakfast—Room 3100  
Invited Guests from the Office of the Governor and the Office of the Lieutenant Governor

8:30 a.m.— 8:45 a.m. Break

- 8:45 a.m.—9:30 a.m. Ethics Basic Training—Room 4100
- Eileen O'Grady, Chief Deputy Legislative Counsel, Legal Division  
**Handout**
- 9:30 a.m.—10:00 a.m. Annual Filings of Contribution and Expense Reports—Room 4100  
Office of the Secretary of State
- Nicole Lamboley, Chief Deputy Secretary of State
  - Scott Gilles, Deputy Secretary for Elections
- 10:00 a.m.—10:15 a.m. Break
- 10:15 a.m.—11:15 a.m. Introduction to the Legislature's Website and Electronic Legislative Tools—Room 4100
- Teresa Wilt, Assistant Librarian, Research Library
- 11:15 a.m.—11:45 a.m. Safety and Security Procedures—Room 4100
- Bob Milby, Chief, Legislative Police
- 11:45 a.m.—Noon Review and Preview of Issue Briefings and Academy—Room 4100
- Rick Combs, Director, LCB
- Noon—1:30 p.m. Luncheon—Room 3100
- Informal Discussion: Organizing Your Legislative Office for Session
- Returning Legislators and Staff
- 1:30 p.m. Individual Legislator Activities (by appointment)

## **Pre-session Orientation Program for New Legislators 2012**

### **Briefings on Selected Policy Issues**

**Thursday, December 6, 2012**

**Location: Room 4401, Grant Sawyer State Office Building, Las Vegas, Nevada; videoconferenced to Room 3137, Legislative Building, Carson City, Nevada; and Great Basin College, Room 124, Greenhaw Technical Arts Building, 1500 College Parkway, Elko, Nevada.**

**9:00 a.m.—Public Employees: Benefits and Retirement**

At this two-part briefing, legislators will receive information about the Public Employees' Retirement System and the Public Employees' Benefits Program.

The Public Employees' Retirement System (PERS) is a tax-qualified defined benefit plan that provides retirement and disability benefits to State and local government employees in Nevada, including nonprofessional staff of the Nevada System of Higher Education. The Legislature oversees PERS, but the day-to-day operations are handled by an independent board and its executive officer and staff. The Legislative Retirement System and the Judicial Retirement System are also within PERS. Both nationally and in Nevada, state legislatures and local governments are grappling with the issues associated with unfunded liabilities. The economic recession, baby boomers reaching retirement age, shrinking State and local government workforces, and more stringent accounting rules are some of the challenges currently faced by PERS.

The Public Employees' Benefits Program (PEBP) is the entity that offers health and other insurance benefits to State employees and employees of local governments who voluntarily elect to participate in the Program. In addition to providing insurance benefits to active State and participating local government employees, the Program also makes insurance available to non-Medicare-eligible retirees. In 2010, the PEBP Board took action to move Medicare-eligible retirees (generally those 65 years of age and older) to an Individual Market Medicare Exchange for the 2012 plan year—making Nevada the first state to do so. The Legislature oversees PEBP, but the day-to-day operations are handled by an independent board and its executive director and staff. State revenue constraints and budget issues are challenges for PEBP, along with continuing increases in the cost of health care and implementation of the federal Affordable Care Act. In the current biennium, in order to address a budget shortfall, the Board increased deductibles and gave active employees a subsidy on their monthly premiums in the form of a contribution to a Health Savings Account.

Presenters: James R. Wells, Executive Officer, PEBP; Dana K. Bilyeu, Executive Officer, PERS; and Susan E. Scholley, Chief Principal Research Analyst, Research Division, Legislative Counsel Bureau (LCB) [Presenters' Biographies](#) | [Handouts](#)

### **10:30 a.m.—Health and Human Services**

In this session, legislators will briefly review major health and human services topics, including an update on the implementation of the Affordable Care Act (federal health care reforms); Medicaid and Nevada Check Up; caseload growth for certain supportive services; funding hospitals for the care of indigent patients; juvenile justice system reforms; and county assessments for certain human services that were approved by the 2011 Legislature. Legislators will also receive information concerning the Department of Health and Human Services (DHHS) reorganization plans.

Presenters: Michael J. Willden, Director, DHHS; Jane Gruner, Deputy Director, DHHS; Amber Howell, Administrator, Division of Child and Family Services, DHHS; Marsheilah D. Lyons, Supervising Principal Research Analyst, Research Division, LCB; and Kirsten Bugenig, Senior Research Analyst, Research Division, LCB [Presenters' Biographies](#) | [Handouts](#)

### **1:30 p.m.—Economic Development and Tourism**

At this briefing, legislators will learn about efforts to expand Nevada businesses and attract new enterprise to the State. The session will cover the Nevada Governor's Office of Economic Development, regional development authorities, and partners in such key areas as education and workforce development. Legislators will learn about recent efforts in the development of Nevada's economy in seven key industry sectors, as well as accomplishments in global business development. Legislators will also be briefed on strengths, weaknesses, and current issues in the economic development environment.

The second portion of this session will include a presentation highlighting Nevada's efforts to promote tourism in the State. Legislators will learn about key issues impacting the State's Department of Tourism and Cultural Affairs, the primary functions of the Division of Tourism, and potential tourism related issues that may arise during the 2013 Legislative Session. Also included will be a brief overview of the Nevada Governor's Conference on Tourism, which was held in Sparks, Nevada, on December 4 and 5, 2012. Finally, Legislators will learn about interagency efforts to coordinate tourism and economic development activities.

Presenters: Doug van Aman, Regional Director, Nevada Governor's Office of Economic Development; Claudia Vecchio, Director, Nevada's Department of Tourism and Cultural Affairs; Michael J. Stewart, Chief Principal Policy Analyst, Research Division, LCB; and Kelly Richard, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

### **3:15 p.m.—Judiciary**

During this session, legislators will receive an overview of the wide range of subjects that typically fall within the scope of the Judiciary committees. These topics include the corrections system; the court system; crimes and punishments; criminal procedure; domestic violence; family law; juvenile justice; and sex offenders as well as business and corporate law, gaming, and property rights. Legislators will also receive focused briefings on the statutory Advisory Commission on the Administration of Justice, common-interest communities (i.e., homeowners' associations) and Nevada's court system, and will have the opportunity to ask questions and discuss topics of interest.

Presenters: John McCormick, Court Services Supervisor, Nevada Supreme Court Administrative Office of the Courts; Gail Anderson, Administrator, Real Estate Division, Department of Business and Industry; Dave Ziegler, Supervising Principal Research Analyst, Research Division, LCB; Nicolas Anthony, Senior Principal Deputy Legislative Counsel, Legal Division, LCB; and Melinda Martini, Principal Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

## **Pre-session Orientation Program for New Legislators 2012**

### **Briefings on Selected Policy Issues**

**Thursday, December 13, 2012**

**Location:** Room 4401, Grant Sawyer State Office Building, Las Vegas, Nevada; and Room 3137, Legislative Building, Carson City, Nevada; and videoconferenced to Great Basin College, Room 124, Greenhaw Technical Arts Building, 1500 College Parkway, Elko, Nevada.

**9:00 a.m.—Education: Public K-12**

As a topic, public education draws a significant amount of attention during the legislative session in both the policy committees and the budget committees. Legislative staff will provide a brief overview of key features of the elementary-secondary policy and program report. The Superintendent of Public Instruction will then provide a briefing about K-12 education in Nevada, including issues involving governance, school district personnel, graduation rates, selected state rankings, and state-funded categorical programs.

**Presenters:** James W. Guthrie, Ph.D., Superintendent of Public Instruction; Pepper Sturm, Chief Deputy Research Director, Research Division, Legislative Counsel Bureau (LCB) **Presenters' Biographies | Handouts**

**10:30 a.m.—Education: Higher Education**

Higher education is increasingly viewed as a key factor in a state's overall health. College graduates provide the expertise that drives economic development, while they also tend to be less dependent on the social safety net. Legislative staff will provide a brief overview of higher education in Nevada. The Chancellor will then provide a briefing about the Nevada System of Higher Education, including structure and governance, strategic initiatives, and proposed changes to the State funding formula.

**Presenters:** Daniel J. Klaich, Chancellor, Nevada System of Higher Education; Todd Butterworth, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

**1:15—Taxes**

An overview of the functions and responsibilities of the Department of Taxation with respect to State and local taxation will be provided during this session. Legislators will also receive information on the Economic Forum's Forecast of General Fund Revenues for Fiscal Year (FY) 2013, FY 2014, and FY 2015, approved by the Forum on November 30, 2012, with the focus on the State's major General Fund revenue sources. Legislators will learn about the tax changes approved by the 2011 Legislature (set to sunset in 2013), and their relation to the Economic Forum's Forecast for FY 2014 and FY 2015.

**Presenters:** Christopher G. Nielsen, Executive Director, Department of Taxation; Russell J. Guindon, Principal Deputy Fiscal Analyst, Fiscal Analysis Division, LCB; Michael Nakamoto, Deputy Fiscal Analyst, Fiscal Analysis Division, LCB; Joe Reel, Deputy Fiscal Analyst, Fiscal Analysis Division, LCB **Presenters' Biographies | Handouts**

**2:45—Transportation**

In this session, the Departments of Motor Vehicles (DMV) and Transportation (NDOT) will provide a brief overview of their Departments and review current transportation issues. Meet the new Director of DMV and his staff, as they discuss self-service kiosks, web-based service improvements, veteran's exemptions, the Nevada Live program, the fair share initiative, and the new off-highway vehicle program. Presenters from NDOT will discuss the Department's legislative outreach plan, toll roads, public-private partnerships, road relinquishments, transportation's role in economic development, the construction manager at risk (CMAR) program, federal funding update, and safety initiatives including the Zero Fatalities campaign.

Presenters: Troy L. Dillard, Director, DMV; Nancy Wojcik, Administrator, Field Services Division, DMV; Deborah Cook, Administrator, Administrative Services Division, DMV; Rudy Malfabon, Director, NDOT; Bill Hoffman, Deputy Director, NDOT; Jered McDonald, Senior Research Analyst, Research Division, LCB; and Jennifer Ruedy, Senior Research Analyst, Research Division, LCB **Presenters' Biographies | Handouts**

### Monday, January 14, 2013

- |                       |   |
|-----------------------|---|
| 8:15 a.m.—8:45 a.m.   | Breakfast—Welcome and Preview—Room 3100 <ul style="list-style-type: none"> <li>• Rick Combs, Director, Legislative Counsel Bureau (LCB)</li> </ul>  |
| 8:45 a.m.—9:00 a.m.   | Break   |
| 9:00 a.m.—11:00 a.m.  | Public Policy and the Legislature—Room 4100 <ul style="list-style-type: none"> <li>• Larry Gerston, Ph.D., San Jose State University <b>Handout</b></li> </ul>  |
| 11:00 a.m.—11:30 a.m. | Break   |
| 11:30 a.m.—1:00 p.m.  | Luncheon and Panel Discussion: Being an Effective Legislator—Room 3100 <ul style="list-style-type: none"> <li>• Former Speaker of the Assembly Barbara E. Buckley</li> <li>• Former Senator Randolph J. Townsend</li> </ul> |
| 1:00 p.m.—1:30 p.m.   | Break   |
| 1:30 p.m.—5:30 p.m.   | Negotiation and Consensus Building—Room 2144 <ul style="list-style-type: none"> <li>• David Landis, Former Nebraska State Senator <b>Handout</b></li> </ul>   |

### Tuesday, January 15, 2013

- |                     |                     |
|---------------------|---------------------|
| 8:00 a.m.—8:30 a.m. | Breakfast—Room 3100 |
|---------------------|---------------------|

- 8:30 a.m.—8:45 a.m. Break
- 8:45 a.m.—9:00 a.m. 120-Day Calendar—Room 4100
- Rick Combs, Director, Legislative Counsel Bureau (LCB)
- 9:00 a.m.—10:30 a.m. The Paper Chase: How a Bill Becomes a Law, Process and Content—Room 4100
- Rick Combs, Director, LCB
- Research Division, LCB
- Susan Scholley, Chief Principal Research Analyst **Handout**
  - Michael Stewart, Chief Principal Research Analyst **Handout**
- 10:30 a.m.—10:45 a.m. Break
- 10:45 a.m.—11:30 a.m. Beyond Google: Quality Research for Policy Decisions—Room 4100
- Research Division, LCB
- H. Pepper Sturm, Chief Deputy Research **Handout**
- 11:30 a.m.—1:00 p.m. Luncheon and Program: Practical Advice on Legislating—Room 4100
- Returning Legislators and Former Legislators
- 1:00 p.m.—1:15 p.m. Break
- 1:15 p.m.—2:00 p.m. Budget Process and Revenue Forecasts—Room 4100
- Fiscal Analysis Division, LCB **Handout**
- Mark Krmpotic, Senate Fiscal Analyst
  - Cindy Jones, Assembly Fiscal Analyst
  - Russell J. Guindon, Principal Deputy Fiscal Analyst
- 2:00 p.m.—2:30 p.m. Fiscal Notes—Room 4100
- Fiscal Analysis Division, LCB
- Michael Nakamoto, Deputy Fiscal Analyst **Handout**
- 2:30 p.m.—2:45 p.m. Break
- 2:45 p.m.—3:30 p.m. Working with Constituents—Room 4100—

## Room 4100

## Research Division, LCB

- Paul Mouritsen, Manager, Constituent Services Unit (CSU)
- Beverly Mobley, Assistant Manager, CSU
- Kay Graves, Research Analyst, CSU  
**Handout**

- 3:30 p.m.—4:00 p.m. Working with the Media—Room 4100
- Robert D. Fisher, President and Chief Executive Officer, Nevada Broadcasters Association
  - Barry Smith, Executive Director, Nevada Press Association
- 4:00 p.m.—4:30 p.m. Working with Lobbyists—Room 4100
- Michael Hillerby, Director of Legislative Affairs, Kaempfer Crowell Renshaw Groanauer & Fiorentino
  - Randy Robison, Director of State Legislative Affairs, CenturyLink
- 4:30 p.m.—4:45 p.m. Announcements
- 5:30 p.m.—8:00 p.m. Reception, Plaza Event Center  
211 East Ninth Street, Carson City

**Wednesday, January 16, 2013**

- 7:30 a.m.—8:00 a.m. Breakfast—Foyer, State Printing Office—301 South Stewart Street
- 8:00 a.m.—9:30 a.m. NELIS Training for New Legislators—Training Room, State Printing Office
- Information Technology Services Unit Staff, Legislative Counsel Bureau (LCB)
- 9:30 a.m.—10:00 a.m. Break
- 10:00 a.m.—12:00 noon \*Time Management—Room 1214
- Introduction—Senator Kelvin Atkinson, 2012-2013 Chair, Council of State Governments-West
  - Kevin Stacey, TrainRight Inc., WESTRAIN Speakers Bureau, Council of State Governments-West **Handout**
- 12:00 noon—1:00 p.m. Lunch (Individual Responsibility)



- 1:00 p.m.—2:00 p.m.      \*Acting Ethically in the Legislative Environment—Room 1214
- Introduction—Senator Debbie Smith, 2012-2013 Vice President, National Conference of State Legislatures (NCSL)
  - Peggy Kerns, Director, Center for Ethics in Government, NCSL Handouts

- 6:00 p.m.                      State of the State Address—Assembly Chamber
- Governor Brian Sandoval

\* open to all legislators

### Thursday, January 17, 2013

- 8:00 a.m.—8:30 a.m.      Breakfast—Room 3100

#### Mock Committee Hearings and Mock Floor Sessions—Part I

- 8:30 a.m.—12:00 noon      Assembly Rules and Procedures—Assembly Chamber
- Assembly Mock Committee Hearings—Room 4100
- Mock Floor Session—Assembly Chamber
- Susan Furlong, Chief Clerk of the Assembly
  - Invited Returning Legislators

- 10:00 a.m.—12:00 noon      Senate Rules and Procedures—Senate Chamber
- Senate Mock Committee Hearings—Room 1214
- Mock Floor Session—Senate Chamber
- David Byerman, Secretary of the Senate
  - Invited Returning Legislators

- 12:00 noon—1:00 p.m.      Lunch
- Senate Caucus Room  
Assembly Caucus Room

#### Mock Committee Hearings and Mock Floor Session—Part II

- 1:00 p.m.—5:00 p.m.      Assembly Mock Committee Hearings—Room 4100
- Mock Floor Session—Assembly Chamber
- Susan Furlong, Chief Clerk of the Assembly

- Invited Returning Legislators

1:00 p.m.—2:00 p.m.

Senate Mock Committee Hearings—Room  
1214

- David Byerman, Secretary of the Senate
- Invited Returning Legislators

### **New Legislator Mid-Session Orientation Breakfast**

**Monday, April 1, 2013**  
**Room 3161, Legislative Building**  
**7:00 a.m. to 7:45 a.m.**

#### **Welcome**

Donald O. Williams, Research Director, Legislative Counsel  
Bureau (LCB)

#### **Amendments**

Brenda J. Erdoes, Legislative Counsel, LCB Handout

#### **Exempt Bills and Referrals to Senate Finance or Assembly Ways and Means**

Rick Combs, Director, LCB Handout

#### **Working Your Bills in the Second House**

Marilyn Kirkpatrick, Speaker of the Assembly

#### **First House Deadlines**

Marjorie Paslov-Thomas, Principal Research Analyst, Research  
Division, LCB

#### **Future Training**

Carol Stonefield, Managing Principal Policy Analyst, Research  
Division, LCB

### **Conference Committees and End of Session Training Committee Chairs and New Legislators**

**Wednesday, May 8, 2013**  
**Room 1214, Legislative Building**  
**7:00 a.m.**

#### **Welcome and Overview**

Marjorie Paslov-Thomas, Principal Research Analyst, Research  
Division, Legislative Counsel Bureau (LCB)

**Review of Procedures for Conference Committees and Role of Legal Counsel**

Brenda J. Erdoes, Legislative Counsel, LCB

**Role of Committee Policy Analysts in Conference Committees**

Susan E. Scholley, Chief Principal Research Analyst, Research Division, LCB

Michael J. Stewart, Chief Principal Research Analyst, Research Division, LCB

**Role of the Front Desk in Conference Committees**

David A. Byerman, Secretary of the Senate

Susan Furlong, Chief Clerk of the Assembly

**Vetoes and Special Sessions**

Bradley A. Wilkinson, Chief Deputy Legislative Counsel, Legal Division, LCB

Eileen G. O'Grady, Chief Deputy Legislative Counsel, Legal Division, LCB

[Veto Handout](#) | [Special Session Handout](#)

**Post-Session Research Division Publications**

Michelle L. Van Geel, Administrator of Publications and Technical Services, Research Division, LCB

**Closing Comments**

Carol M. Stonefield, Managing Principal Policy Analyst, Research Division, LCB

**2010-2011 New Legislator Orientation**

**Research Division Home**

If you have any questions about the Research Division's web pages, please [contact us](#).  
Last updated 5/8/2013

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**LEGISLATIVE ORGANIZATIONAL SESSION**  
**Under Constitution and Statute**  
**FIRST DAY - MONDAY, DECEMBER 3, 2012**

- 9:00 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations on the following topics:
- Legislative Council services to legislators (15 minutes)
  - Division of powers and duties among the three branches of government - Responsibilities of the legislative branch (20 minutes)
  - Legislative branch structure - Committees, officers, employees (10 minutes)
- 10:00 a.m. Affiliated organizations
- Council of State Governments (10 minutes)
  - Midwest Council of State Governments (10 minutes)
  - National Conference of State Legislatures (15 minutes)
  - Midwestern Higher Education Commission (20 minutes)
  - Western Interstate Commission for Higher Education (15 minutes)
  - Education Commission of the States (15 minutes)
- 9:00 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and Legislator's Automated Work Station system (LAWS), e-mail quota and archive, and remote desktop support.
- 1:00 p.m. Senate and House convene in respective chambers

**Order of Business**

- | <b>Senate</b>   | <b>House</b>   |
|---|--|
| 1. Call to order by the Lieutenant Governor   | 1. Call to order by Representative David Drovdal<br>(See NDCC Section 54-03-04)  |
| 2. Prayer by Pastor _____,<br>_____, Bismarck   | 2. Prayer by Pastor _____,<br>_____, Bismarck  |
| 3. Certification of members by Secretary of State   | 3. Certification of members by Secretary of State  |
| 4. Roll call  | 4. Roll call   |
| 5. Justice Dale Sandstrom administers Oath of Office to newly elected members   | 5. Justice Carol Ronning Kapsner administers Oath of Office to newly elected members   |
| 6. Explanation and distribution of legislators' packets and other materials - <i>Jay E. Buringrud, Legal Services Division Director, Legislative Council</i>  | 6. Explanation and distribution of legislators' packets and other materials - <i>Jim W. Smith, Director, Legislative Council</i> |
| 1:45 p.m. Recess  |  |
| 2:00 p.m. Caucuses of respective parties for discussion of organizational matters in assigned rooms:<br>Senate Majority - Fort Totten Room<br>Senate Minority - Fort Lincoln Room<br>House Majority - Brynhild Haugland Room<br>House Minority - Prairie Room |  |
| 2:20 p.m. Senate and House reconvene  |  |
| <b>Senate</b>   | <b>House</b>   |
| 7. Election of Secretary of the Senate  | 7. Election of Chief Clerk of the House  |
| 8. Election of Journal Reporter   | 8. Election of Journal Reporter  |
| 9. Election of Sergeant-at-Arms   | 9. Election of Sergeant-at-Arms  |
| 10. Lieutenant Governor administers Oath of Office to Secretary of the Senate, Journal Reporter, and Sergeant-at-Arms   | 10. Former Speaker administers Oath of Office to Chief Clerk of the House, Journal Reporter, and Sergeant-at-Arms                |
| 11. Election of President Pro Tempore   | 11. Election of Speaker and administration of Oath of Office by former Speaker   |
| 12. Adoption of temporary rules   | 12. Adoption of temporary rules  |
| 13. Selection of seats  | 13. Selection of seats   |

- |  |   |
|--|---|
| <p>14. Appointment of procedural committees:</p> <ol style="list-style-type: none"> <li>a. Temporary committee to inform Governor and House that Senate is organized (3)</li> <li>b. Committee on Committees (8)</li> <li>c. Delayed Bills (5)</li> <li>d. Committee Rooms (3)</li> <li>e. Employment (5)</li> <li>f. Correction and Revision of the Journal (3)</li> <li>g. Rules (9)</li> <li>h. Inaugural Planning (3)</li> </ol> <p>15. Committee and administrative announcements</p> <ol style="list-style-type: none"> <li>a. Each legislator must meet with photographer for taking official photograph before adjournment.</li> <li>b. Returning legislators assigned notebook computers can sign up for training courses scheduled for Tuesday. Signup lists at Legislative Council reception desk.</li> </ol> | <p>14. Appointment of procedural committees:</p> <ol style="list-style-type: none"> <li>a. Temporary committee to inform Governor and Senate that House is organized (3)</li> <li>b. Committee on Committees (11)</li> <li>c. Delayed Bills (5)</li> <li>d. Committee Rooms (3)</li> <li>e. Employment (5)</li> <li>f. Correction and Revision of the Journal (5)</li> <li>g. Rules (7)</li> <li>h. Inaugural Planning (3)</li> </ol> |
|--|---|

3:00 p.m. Adjournment until 9:00 a.m. Tuesday

3:15 p.m. Meeting of Rules and Employment Committees of each house in announced committee rooms  
Meeting of Senate Committee on Committees and House Committee on Committees  
Meeting of any other committee at the call of the chairman as announced prior to recess

3:15 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

## SECOND DAY - TUESDAY, DECEMBER 4, 2012

9:00 a.m. Reconvene in respective chambers

Prayer by chaplain

Senate - Pastor \_\_\_\_\_, \_\_\_\_\_, Bismarck

House - Chaplain \_\_\_\_\_, \_\_\_\_\_, Bismarck

Roll call and announcements

9:10 a.m. **Joint Session - House Chamber**

Report of findings and recommendations of committees by the Chairman of the Legislative Management and the Director of the Legislative Council

Presentation by Representative Lawrence R. Klemin, North Dakota Commission on Uniform State Laws, regarding uniform state laws

10:15 a.m. Recess

10:30 a.m. Freshmen legislators meet in the Brynhild Haugland Room for presentations and a question and answer session on the legislative process:

- Explanation of legislative rules (15 minutes)
- Explanation of daily routine of the House and Senate - Floor procedures, orders of business, "carrying" bills (15 minutes)
- Explanation of procedure bill follows to become law - Introduction, hearings, amendment, crossover, conference committee, final passage, presentation to Governor (15 minutes)
- Prefiling of bills (5 minutes)

10:30 a.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.

10:30 a.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

1:15 p.m. Senate and House reconvene in respective chambers

**Senate Legislative Ethics Session**

1. President announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jay E. Buringrud, Legal Services Division Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

**House Legislative Ethics Session**

1. Speaker announces that discussion will be of joint rules on legislative ethics
2. Presentation on legislative ethics and laws and rules governing the activities and conduct of public officials - *Jim W. Smith, Director, Legislative Council*
3. Remarks on legislative ethics - Majority Leader
4. Remarks on legislative ethics - Minority Leader

2:15 p.m. Adjournment until 8:30 a.m. Wednesday

Caucuses of respective parties for discussion of legislative rules amendments:

- Senate Majority - Fort Totten Room
- Senate Minority - Fort Lincoln Room
- House Majority - Brynhild Haugland Room
- House Minority - Prairie Room

Meetings of committees at call of the chairmen

2:45 p.m. Legislators not otherwise occupied meet in the Brynhild Haugland Room for presentations on the purpose and use of legislative documents:

- Bills, resolutions, amendments (committee reports), Session Laws, and North Dakota Century Code (20 minutes)
- Calendars, journals, bill status reports, fiscal notes (10 minutes)
- Budget status reports and executive budget report (10 minutes)
- Committee minutes, Legislative Management reports - Legislative Council's library and records (10 minutes)

2:45 p.m. Computer training session for returning legislators in the Roughrider Room. The session is 90 minutes in length and is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and LAWS, e-mail quota and archive, and remote desktop support.

2:45 p.m. Tablet computer training for returning legislators in the Harvest Room. The session will be 90 minutes in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

**THIRD DAY - WEDNESDAY, DECEMBER 5, 2012**

8:30 a.m. Call to order in respective chambers

Prayer by chaplain

Senate - Chaplain \_\_\_\_\_, \_\_\_\_\_, Bismarck

House - Pastor \_\_\_\_\_, \_\_\_\_\_, Bismarck

Roll call

Recess

8:40 a.m. Caucuses of respective parties for discussion of committee assignments:

- Senate Majority - Fort Totten Room
- Senate Minority - Fort Lincoln Room
- House Majority - Brynhild Haugland Room
- House Minority - Prairie Room

9:10 a.m. Reconvene

Committee reports (including announcements of standing committee appointments)  
 Selection and administration of oath of any officer not selected on Tuesday  
 Adoption of permanent rules  
 All other unfinished business  
 Announcements

9:40 a.m. Recess

9:55 a.m. Reconvene in House chamber

**10:00 a.m. Joint Session - House Chamber**

Presentation by the Governor of the executive budget and revenue proposals

10:45 a.m. Adjourn

11:00 a.m. Budget Section convenes in Senate chamber

12:00 noon Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

12:00 noon Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

2:30 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including LAWS. Tablet computer training for new legislators will be held separately after adjournment.

2:30 p.m. Tablet computer distribution/training for new and returning legislators in the Harvest Room. The session will be two hours in length and is limited to 15 legislators. Signup is at the Legislative Council reception desk.

**NOTE:** The Budget Section will meet in the Senate chamber to receive detailed information regarding the executive budget and conduct other business on Wednesday morning at 11:00 a.m. and is scheduled to adjourn by 4:30 p.m. on Wednesday. All legislators named to the Appropriations Committees, the Majority and Minority Leaders and their assistants, and the Speaker of the House serve on the Budget Section. Other legislators also may attend the Budget Section meeting.

## Tentative Agenda

**COMPUTER TRAINING SESSIONS FOR LEGISLATORS****Monday, December 3**

- 9:00 - 10:30 a.m. Computer training session for returning legislators in the Roughrider Room. The session is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and the Legislator's Automated Work Station (LAWS) system, e-mail quota and archive, and remote desktop support.
- 3:15 - 5:15 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is two hours in length and is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including the LAWS system. Tablet computer training for new legislators will be held separately after adjournment.

**Tuesday, December 4**

- 10:30 a.m. - 12:00 noon Computer training session for returning legislators in the Roughrider Room. The session is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and the LAWS system, e-mail quota and archive, and remote desktop support.
- 10:30 a.m. - 12:00 noon Tablet computer training for returning legislators in the Harvest Room. The session is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.
- 2:45 - 4:00 p.m. Computer training session for returning legislators in the Roughrider Room. The session is limited to 40 legislators. Signup is at the Legislative Council reception desk. Training includes a refresher on the new laptop/tablet computers and the LAWS system, e-mail quota and archive, and remote desktop support.
- 2:45 - 4:00 p.m. Tablet computer training for returning legislators in the Harvest Room. The session is limited to 15 legislators. Signup is at the Legislative Council reception desk. This training is similar to the original tablet computer training provided to legislators when they received their tablet computer.

**Wednesday, December 5**

- 12:00 noon - 2:00 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including the LAWS system. Tablet computer training for new legislators will be held separately after adjournment.
- 12:00 noon - 2:00 p.m. Tablet computer distribution and training for new and returning legislators in the Harvest Room. The session is limited to 15 legislators. Signup is at the Legislative Council reception desk.
- 2:30 - 4:30 p.m. Computer distribution and training session for new legislators in the Roughrider Room. The session is limited to 10 legislators. Signup is at the Legislative Council reception desk. The session includes laptop computer distribution, review of policies governing computer use, and training on software applications used by legislators, including the LAWS system. Tablet computer training for new legislators will be held separately after adjournment.
- 2:30 - 4:30 p.m. Tablet computer distribution and training for new and returning legislators in the Harvest Room. The session is limited to 15 legislators. Signup is at the Legislative Council reception desk.



# AGENDA

## NEW LEGISLATOR ORIENTATION

### UTAH LEGISLATURE

Session One • Monday, December 3, 2012 • 7:30 a.m. • Room C445 State Capitol

Approx Times

**7:30 a.m. Registration / Continental Breakfast**

***Moderators for today's program: Senator Stuart Adams and Representative Don Ipson***

**8:00 a.m. Welcome & Introductions of Newly-elected Legislators and Spouses**

- President-elect Wayne Niederhauser, Utah State Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

**8:15 a.m. Leadership Perspectives on Serving in the Utah Legislature**

- President-elect Wayne Niederhauser, Utah Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

**9:00 a.m. Introduction of Directors and Key Staff**

- Mr. Michael E. Christensen, Director, OLRGC
- Mr. John L. Fellows, General Counsel, OLRGC
- Mr. Jonathan Ball, Legislative Fiscal Analyst, LFA
- Mr. John Schaff, Auditor General, LAG
- Ms. Sandy Tenney, Chief Clerk of the House of Representatives
- Mr. Joe Pyrah, Chief Deputy of the House of Representatives
- Ms. Leslie McLean, Secretary of the Senate
- Mr. Ric Cantrell, Chief of Staff, Utah Senate
- Ms. Janice Gadd, Supervisor, Legislative Printing and Bill Room

**9:30 a.m. Legislative Intern Program**

- Mr. Jerry Howe, Managing Policy Analyst, OLRGC
- Mr. Nathan Brady, Policy Analyst, OLRGC
  - Q&A regarding Intern Program

**10:10 a.m. Break** (*Spouses move to Senate Majority Caucus Room for Spouses' Program - located just east of the Senate Main office on the Third Floor of the Capitol.*)

- 10:20 a.m.**                    **Legislative Ethics**
- Mr. John L. Fellows, General Counsel, OLRGC
  - Ms. Emily Brown, Associate General Counsel, OLRGC
    - Legislative Ethics
    - Legislative Campaign Finance
    - Requirements Governing Lobbying Activities
- 11:10 a.m.**                    **Budget, Tax, and Federal Funding Issues**
- Mr. Jonathan Ball, Legislative Fiscal Analyst
- 12:00 noon**                    **Lunch (Capitol Board Room - room 240)**  
*Enjoy lunch networking with newly-elected members of both Chambers.*
- 1:00 p.m.**                    **Funding: Fiscal Notes and the Appropriations Process (Rm C445)**
- Mr. Jonathan Ball, Legislative Fiscal Analyst
    - Executive Appropriations Committee
    - Role of Appropriations Subcommittees
    - Fiscal Note Process
    - Appropriations Requests
- 2:00 p.m.**                    **Step-by-Step Process of Preparing a Bill / How a Bill Becomes Law**
- Mr. Michael E. Christensen, Director, OLRGC
  - Mr. John L. Fellows, General Counsel, OLRGC
- 2:45 p.m.**                    **Committee Procedures, Rules, & Motions-Mock Committee Meeting**
- Mr. Jerry Howe, Managing Policy Analyst, OLRGC
  - Mr. John L. Fellows, General Counsel, OLRGC
- 4:30 p.m.**                    **Tour of the Capitol (optional)**  
*Speaker Becky Lockhart will lead a 30-minute tour of the State Capitol. She is a trained Capitol docent.*  
*Those interested in taking the tour, meet in C445 no later than 4:30 p.m.*

# HOUSE AGENDA

## NEW LEGISLATOR ORIENTATION

### UTAH LEGISLATURE

Session Two • Thursday, January 10, 2013 • 8:00a.m. • Room C445 State Capitol

Approx Times

**8:00 a.m. Registration / Continental Breakfast** (*Room C445*)

**8:10 a.m. Welcome**

- President-elect Wayne Niederhauser, Utah State Senate
- Speaker Rebecca Lockhart, Utah House of Representatives

**8:30 a.m. What I Wish I Had Known** (*Room C445*)

3 current / re-elected Senators (two - long-serving; one - end of first term)  
3 current / re-elected Representatives  
(Two - long-serving; one - end of first term)  
*To be assigned by President and Speaker.*

**10:00 a.m. Break**

**10:15 a.m. Working with Legislative Staff**

*Locations: Room C445 - Standing Committees  
Room C450 - Appropriations Subcommittees*

- Mr. Michael E. Christensen, Director, OLRGC - Standing Committee Staffs
- Mr. Jonathan Ball, Legislative Fiscal Analyst - Appropriations Comm. Staffs
- Legislative Staff Teams

*Legislators will meet and be briefed by the staff of standing and appropriations committees on which they will serve.*

**11:30 a.m. Overview of Legislative Audit Process** (*Room C445*)

- Mr. John Schaff, Legislative Auditor General

**11:45 a.m. Lunch** (*Capitol Board Room - room 240*)

15 minute remarks: Senate & House Majority Leaders  
15 minute remarks: Senate & House Minority Leaders

**1:00 p.m. Internal Procedures (House Chamber)**

*Internal Procedures training will include training from the Chief Clerk on: compensation, benefits (insurance and retirement); Chamber rules and protocol, and a demonstration of the voting system and microphones.*

- Ms. Sandy Tenney, Chief Clerk
- Mr. Joe Pyrah, Chief Deputy of the House
- Ms. Kathy Jackson, House Administrative Assistant
- Ms. Emily Bergeson, Majority Leadership Admin. Assistant
- Ms. Jen Jankowski, Minority Caucus Admin. Assistant
- House IT Staff

**2:00 p.m. House Computer Training (Room C415)**

*Components of the computer training will include laptop use agreement, bill browser, email, passwords, network logon, internet, intranet, instant messaging, security issues, legislative website, and more.*

- House IT staff

**4:15 p.m. Introduction to Legislative Technology (Room C415)**

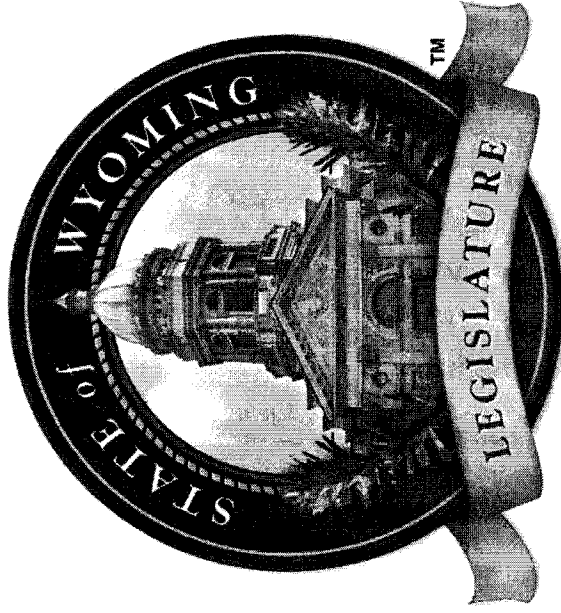
- Mr. Doug Farr, Cell Phone Specialist, OLRGC
- Mr. Chris Calcut, Legislative Information Technology, OLRGC

**5:00 p.m. Wrap-up Remarks (Room C415)**

- Speaker Rebecca Lockhart, UT House of Representatives

# Wyoming Legislature

## NEW MEMBER ORIENTATION



# Orientation Session One

## YOUR ROLE in the WYOMING LEGISLATURE

Thursday, December 13, 2012  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming

- 3:00pm**
- Break**
- Refreshments available in House Break Room
  - A photographer will be in the Basement Conference Room to take your official legislative portrait
- 3:15pm**
- Reflections: Small Group Role Playing**
- Break out into small groups to consider sample ethics dilemmas and report back to full group

### Role of the Individual Legislator: Practical Advice

**4:00pm**

**Second Time Around Roundtable: What I Know Now That I Wish I Had Known Then ... Advice From Sophomores**

*Senator Chris Rothfuss, Moderator*  
*Senator Ogden Driskill*  
*Representative John Eklund*  
*Representative Norine Kasperik*

- What I learned as a freshman
- What I know now that I wish I knew then
- Practical advice for freshmen

**4:30pm**

**Second Time Around: Small Group Breakout with Sophomores**

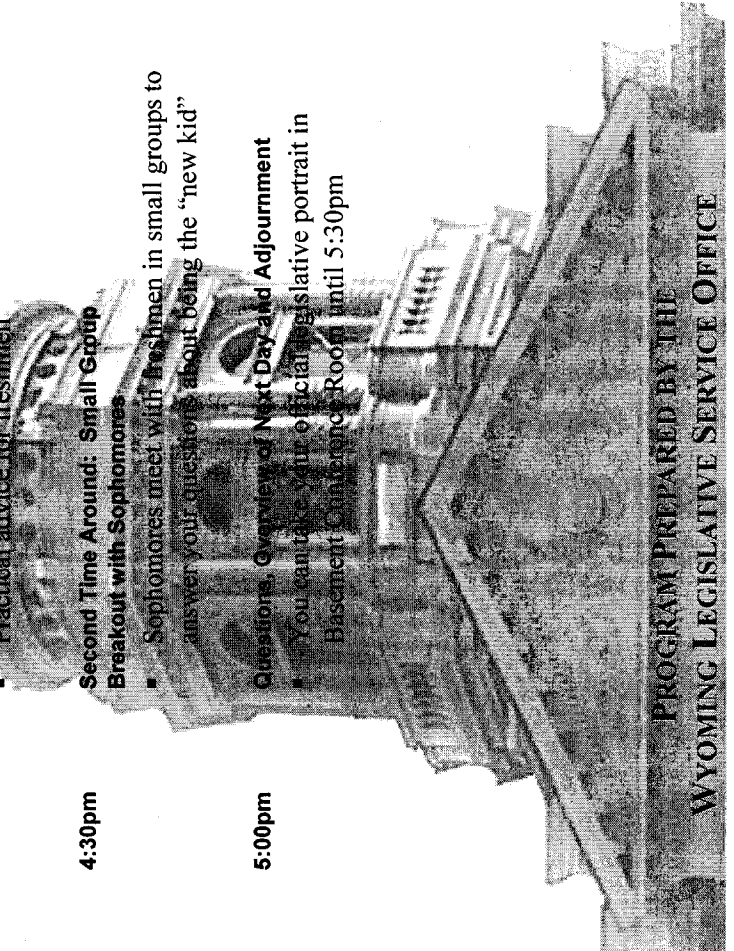
- Sophomores meet with freshmen in small groups to answer your questions about being the "new kid"

**5:00pm**

**Questions, Overview of Next Day and Adjournment**

- You can take your official legislative portrait in Basement Conference Room until 5:30pm

PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE



# THURSDAY, DECEMBER 13, 2012

## Welcome and Introductions

8:00am Meet and Greet Fellow Legislators

*All Legislator Faculty*

- Refreshments available in House Break Room
- Overview of the purpose of orientation
- Making yourself comfortable
- Icebreaker

## Welcome to The Wyoming Legislature

9:00am Keynote: Your Challenge Now

*Pete Simpson, Former Wyoming Legislator*

9:30am Welcome to the Club

*Senator Tony Ross*

*Representative Tom Lubnau*

*Senator Chris Rothfuss*

*Representative Mary Throne*

- Transition from campaigning to governing

10:00am Break

- Refreshments available in House Break Room
- A photographer will be here to take your official portrait in Basement Conference Room

10:15am

Putting the Wyoming Legislature in Context

*Kae Warnock, National Conference of State Legislatures*

- How Wyoming's Legislature compares to other states

10:30am

Organization of the Wyoming Legislature

*Senator Tony Ross*

*Representative Tom Lubnau*

- Legislative leadership positions and roles
- Role of Management Council
- Organization of Senate and House
- Standing committees and committee organization

Organization of the Wyoming Legislature's Staff

*Mark Quiner, LSO Assistant Director*

- Organization of the Legislative Service Office

*Diana Williamson, Senate Chief Clerk*

*Patricia Benskin, House Chief Clerk*

- Organization of the session staff

## Time to Get Your Bearings

11:15am Tour of Capitol and Orientation to Capitol Complex

*Senator Tony Ross*

*Representative Tom Lubnau*

*Wendy Madsen and Anthony Sara, LSO*

- Tour of Chambers and committee rooms
- Tour of Legislative Service Office facilities
- Location of agencies in the Capitol Complex
- Herschler parking garage

Lunch

- Local restaurant ideas
- A photographer will be here to take your official portrait in Basement Conference Room

12:00pm

## Role of the Individual Legislator: Ethical Decisions

1:30pm Personal Conduct

*Mark Quiner, LSO Assistant Director for Administration*

- Wyoming's ethics and conflict of interest laws
- Management Council's anti-discrimination policy

2:00pm

Reflections: Being Ethical in Today's Legislature

*Peggy Kerns, National Conference of State Legislatures*

*Natalie Wood, National Conference of State Legislatures*

*Representative Tom Lubnau*

*Representative Mary Throne*

*Mark Quiner, LSO Assistant Director for Administration*

- Why ethics matters
- Context for a citizen legislature
- Using values to guide decision making
- Reflections video discussion

## External Research and Professional Development Services and Resources

3:00pm

Organizations to which the Wyoming Legislature Belongs  
*Representative Rosie Berger, 2012 CSG-West Chair  
and NCSL Executive Committee Member*

3:15pm

Services of the National Conference of State Legislatures  
*Kae Warnock, National Conference of State Legislatures*

3:45pm

Services Provided by Council of State Governments  
*Rich Lindsey, Council of State Governments*

4:00pm

Resources Available from the Wyoming State Library  
*Jamie Markus, Wyoming State Library*

- State documents
- Online resources through WYLD
- Research assistance available

## Electronic Resources

4:15pm

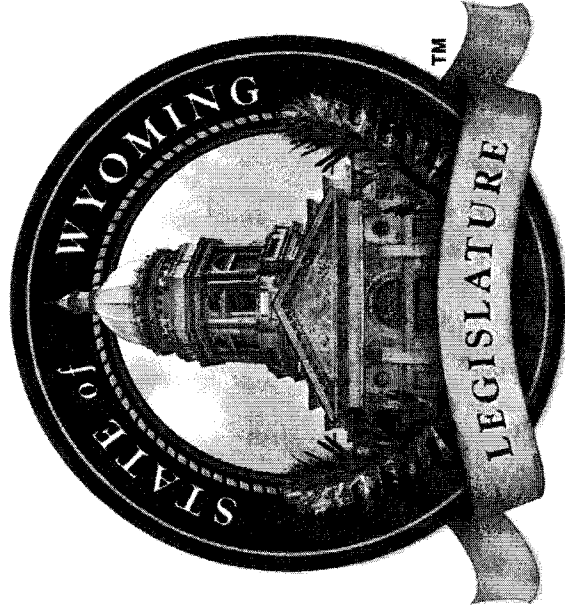
Electronic Resources  
*Jamie Schaub, Information Technology Manager  
Randy Focht, Software Developer  
Patty Walls, Information Technology Specialist  
Trevi Reuling, Website Software Developer*

- Overview of Legislature Website
- Using the Legislature's Website statute database
- Accessing your legislative email account through the Internet
- Discussion of laptop distribution in January

5:00pm

Questions, Overview of Next Day and Adjournment

# Wyoming Legislature NEW MEMBER ORIENTATION



## Orientation Session Two RESOURCES to HELP YOU and EXTERNAL RELATIONS

Friday, December 14, 2012  
House of Representatives Chambers  
Wyoming State Capitol  
Cheyenne, Wyoming

PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE

# FRIDAY, DECEMBER 14, 2012

## Overview of Previous Day

- 8:00am Questions and Thoughts from Previous Day  
*All Legislator Faculty*
- Refreshments available in House Break Room
  - Icebreaker

## Promoting the Wyoming Legislature Externally

- 8:30am Keynote: The Legislative Branch—It Works!  
*Karl Kurtz, Trust for Representative Democracy, NCSL*

## Services Provided by the Legislative Service Office

- 9:00am Legal Services  
*Dave Gruver, Legislative Counsel*
- Budget/Fiscal Services  
*Don Richards, Budget and Fiscal Manager*
- School Finance Services  
*Dave Nelson, School Finance Manager*

- Program Evaluation  
*Gerry Hoppmann, Program Evaluation Manager*
- General Research Services  
*Matt Sackett, General Research Manager*

- Computer Services  
*Jamie Schaub, Information Technology Section Manager*
- Public Outreach Services  
*Wendy Madsen, Legislative Information Officer*

- 10:15am Break
- Refreshments available in House Break Room
  - Take your portrait in Basement Conference Room
  - Official legislative pins available for purchase

- 10:30am Services Available from Interns and Aides  
*Lavonda Kopsa, Intern Coordinator*
- Different types of interns and aides
  - Types of duties appropriate for interns and aides
  - Role of LSO in supervising interns and aides
  - Honorary Page Program in the House

## Helping You Manage Your Legislative Life

- 10:45am A Little Bit of Housekeeping  
*Dan Pauli, LSO Director*  
*Kathy Barrett, LSO Fiscal Officer*  
*Patty Benskin, House Chief Clerk*  
*Peggy Nighswonger, Secretary of State's Office*

- 11:45am Lunch
- Freshman Class photograph—Capitol Steps (If weather is bad, inside Rotunda, East staircase)
  - Take your official portrait in the Basement Conference Room

## Working with External Entities

- 1:15pm Roundtable: Working With the Media  
*Senator Chris Rothfuss*  
*Representative Kermit Brown*  
*Representative Mary Throne*  
*Wendy Madsen, Legislative Information Officer*  
*Joan Barron, Casper Star-Tribune*  
*Robert Geha, KGWN News Channel 5*  
*Amy Richards, Townsquare Media*
- Management Council Media Policy

- 2:00pm Roundtable: Working With Lobbyists  
*Senator Ross*  
*Representative Lubnau*  
*Jody Levin, Capitol Club Officer*  
*Mike Moser, Capitol Club Officer*  
*Greg Schaefer, Capitol Club Officer*
- Types of lobbyists
  - The role and services of lobbyists
  - Information about the Capitol Club

- 2:45pm Break with Governor Mead in Governor's Formal Office  
New members will be welcomed to the Capitol by Governor Mead in the Governor's Formal Office  
*Honorable Governor Matthew Mead*



2:30pm

**Bill Drafting**

*Dave Gruver, Legislative Counsel*

- Requesting a bill draft
- From request to numbered bill
- Confidentiality of bill drafts

3:00pm

**Bill Processing**

*Debie Child, Bill Processing Supervisor*

- Procedural issues related to bill drafting

3:15pm

**Break**

- Refreshments available in House Break Room

3:30pm

**Fiscal Notes**

*Dean Temte, Senior Fiscal Analyst*

- Non-administrative fiscal impact
- Administrative fiscal impact

4:00pm

**Roundtable: Strategies to Get Your Bill Passed**

*Senator Tony Ross  
Representative Tom Lubiano  
Senator Phil Nicholas  
Senator Chris Rothfuss*

- Role of co-sponsors
- How to make a case for your idea
- Tips to get a bill through committee
- Strategies for getting it through the opposite house

**Preparation for January**

*Overview of January Sessions of Orientation*

*Representative Tom Lubiano*

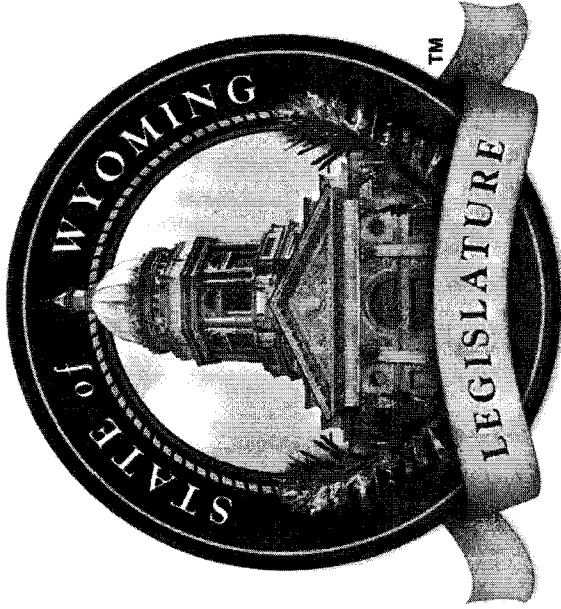
- Mock session packet
- Legislative rules "homework"
- What to expect in January
- Session dress code
- Information about swearing-in ceremonies

4:45pm

**Questions and Adjournment**

**PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE**

# Wyoming Legislature NEW MEMBER ORIENTATION



## Orientation Session Three STRUCTURE of the LAW and BILL DRAFTING PROCEDURES

Saturday, December 15, 2012  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming

# SATURDAY, DECEMBER 15, 2012

## Overview of Previous Day

8:00am

Questions and Thoughts from Previous Day

*All Legislator Faculty*

- Refreshments available in House Break Room

## Committee Topics for Upcoming Session

8:15am

Legislation Being Considered by Committees

- Joint Judiciary Committee

*Lily Sharpe, Staff Attorney*

- Joint Appropriations Committee

*Dave Gruver, Legislative Counsel*

(Note: budget process will be covered in January)

- Joint Revenue Committee

*Josh Anderson, Staff Attorney*

- Joint Agriculture Committee and Select Water Committee Process

*Josh Anderson, Staff Attorney*

- Joint Travel Committee

*Lynda Cook, Staff Attorney*

- Joint Corporations Committee

*Lynda Cook, Staff Attorney*

- Joint Transportation Committee

*Ian Shaw, Staff Attorney*

- Joint Minerals Committee

*Matt Obrecht, Staff Attorney*

- Joint Labor Committee

*Jerry Laska, Staff Attorney*

- Joint Education Committee

(Note: The work of various education committees will be covered in January)

9:45am

Break

- Refreshments available in House Break Room

## Structure of the Law

10:00am

Introduction and Overview

*Dave Gruver, Legislative Counsel*

- Federal Constitution and Federal Statutes
- Act of Admission
- Wyoming Constitution and Wyoming Statutes
- Codified and Non-Codified Law
- Federal and State Agency Rules
- Case Law

## Navigating Bills, Session Laws and Statutes

10:30am

Understanding Legislation, Session Laws, and Statutes

*Dave Gruver, Legislative Counsel*

- How to read and understand the structure of bills
- How to read and understand structure of session laws
- How to read and understand the structure of statutes

11:30am

Legislative Where's Waldo

- Small group breakouts to find provisions in session laws and statutes

12:00pm

Lunch

## Bill Drafting and Approval

1:30pm

A Partnership Between Legislators and Drafters

*Senator Tony Ross*

*Representative Tom Lubnau*

*Senator Phil Nicholas*

*Senator Chris Rothfuss*

- Role of drafters and role of legislators
- Tips to communicate your vision to drafters
- Importance of review of draft

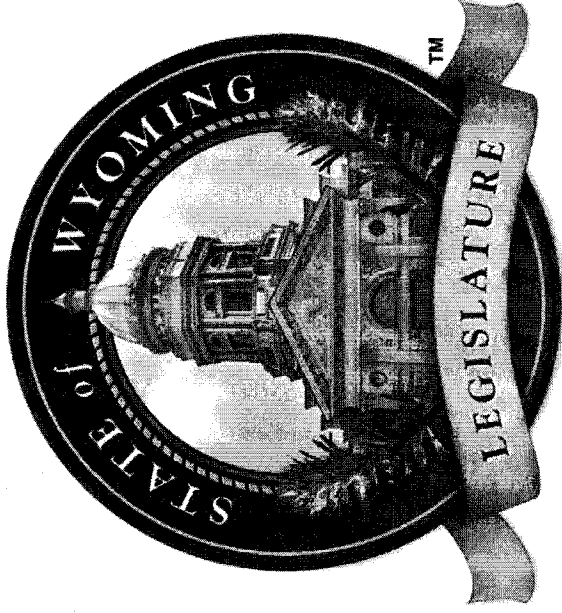
2:00pm

Statutory Construction Issues

*Dave Gruver, Legislative Counsel*

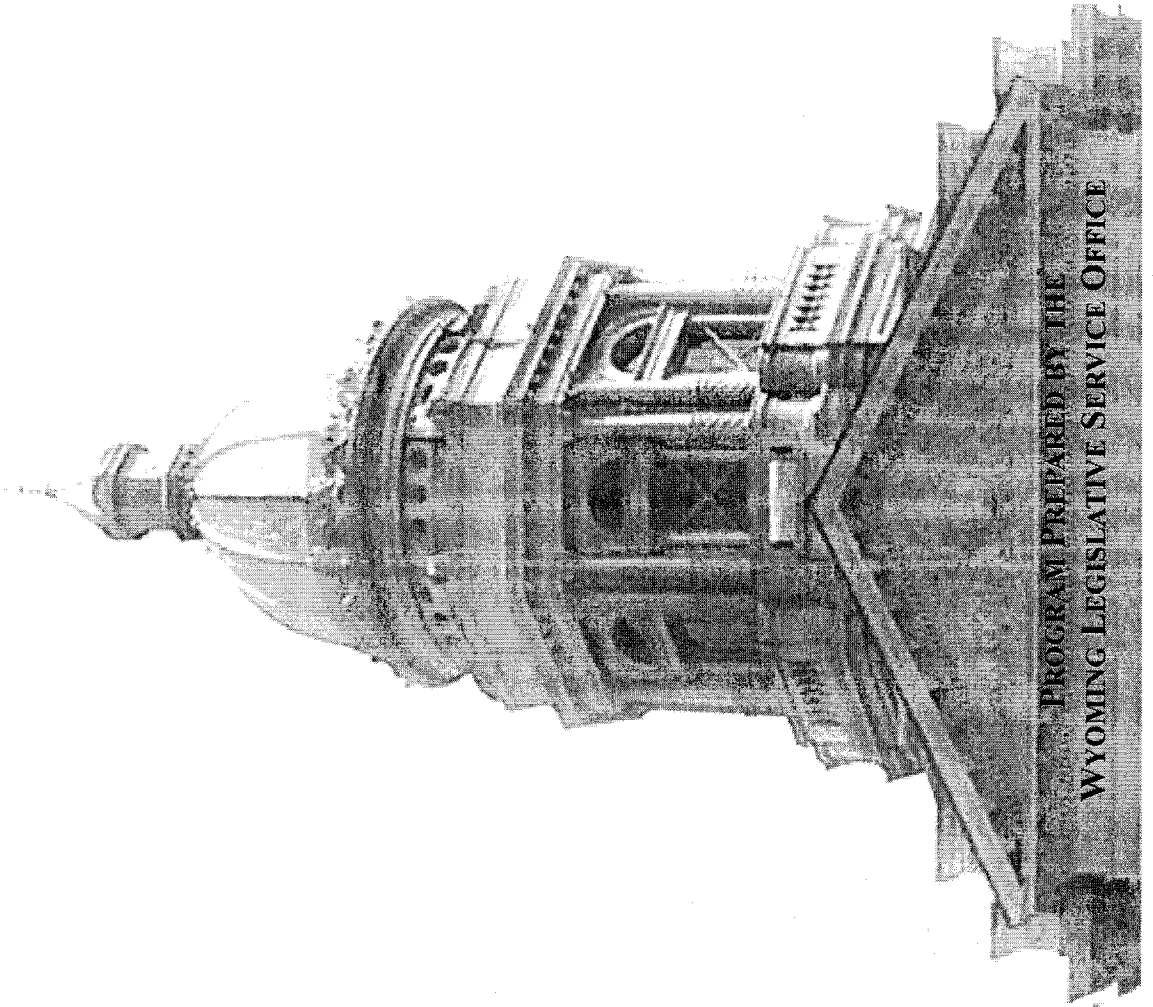
- Constitutional provisions related to bill drafting

*Wyoming Legislature*  
NEW MEMBER ORIENTATION



*Orientation Session Four*  
GOVERNMENT ORGANIZATION  
EDUCATION FUNDING  
REVENUE and BUDGET ISSUES

Thursday, January 3, 2013  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming



# THURSDAY, JANUARY 3, 2013

11:45am

Lunch

## Legislative Laptop Distribution

8:00am

Distribution of Legislative Laptops

*LSO Information Technology Staff*

- How to log on to your laptop
- Overview of your laptop
- How to log on to Outlook on your laptop

## Organization of the Judicial and Executive Branch

8:45am

Organization of the Judicial Branch

*Justice Barton Voigt, Wyoming Supreme Court*

*Joann Odendahl, Supreme Court Administrator*

- Supreme Court
- District courts
- Circuit courts

9:15am

Organization of the Executive Branch

*Dave Gruver, Legislative Counsel*

- Cabinet-level agencies
- Separate operating agencies
- Boards and commissions
- Quasi-governmental entities
- Elected officials

9:45am

Break

- Refreshments available in House Break Room

## K-12 Education Issues

10:00am

Understanding the Legislator's Role in Education

*Dave Nelson, School Finance Manager*

*Tania Hyrek, Staff Attorney*

*Matt Willmarth, School Finance Analyst*

- K-12 Overview
- K-12 School Finance
- Capital Construction
- School Foundation Program Account, CapCon Account, Fiscal Profile
- Education Accountability

## Show Me the Money

1:00pm

State Tax Structure

*Mark Quiner, LSO Assistant Director for Administration*

*Matt Sackett, Research Manager*

1:30pm

State Budgeting Process

*Don Richards, LSO Budget and Fiscal Section Manager*

- Legislative authority
- Budgeting principles
- Governor's responsibility
- Joint Appropriations Committee (JAC) role
- Budget bill process (mirror bills)
- Budget terms
- What's in and what's not

Historical Revenues and Expenditures

- Revenues vs. appropriations
- Major expenditure categories
- Standard budget

3:00pm

Break

- Refreshments available in House Break Room

3:15pm

State Revenue Overview

- Consensus Revenue Estimating Group (CREG)
- State revenue overview
- Reading the Goldenrod (fiscal profile)
- Fund types and investment

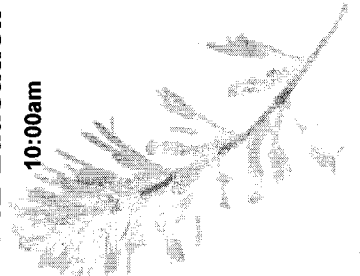
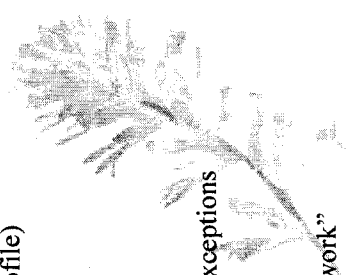
2013 Supplemental Budget

- Supplemental request
- Reductions, reorganization, and exceptions

5:00 p.m.

Questions and Adjournment

- Reminder to review rules "homework"



## Managing Your Time and Workload During Session

4:30pm

Roundtable: Practical Advice on How to Juggle it All

*Senators Ross and Nicholas*

*Representatives Lubnau and Throne*

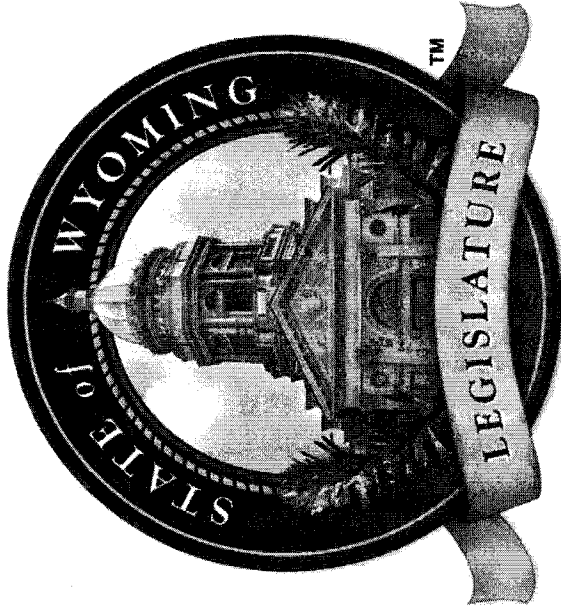
- Getting (and staying) organized
- Time management during session
- Managing your workload during session
- Managing life back home
- Staying healthy when it's go-go-go
- Working with constituents during session

5:00pm

### Questions and Adjournment

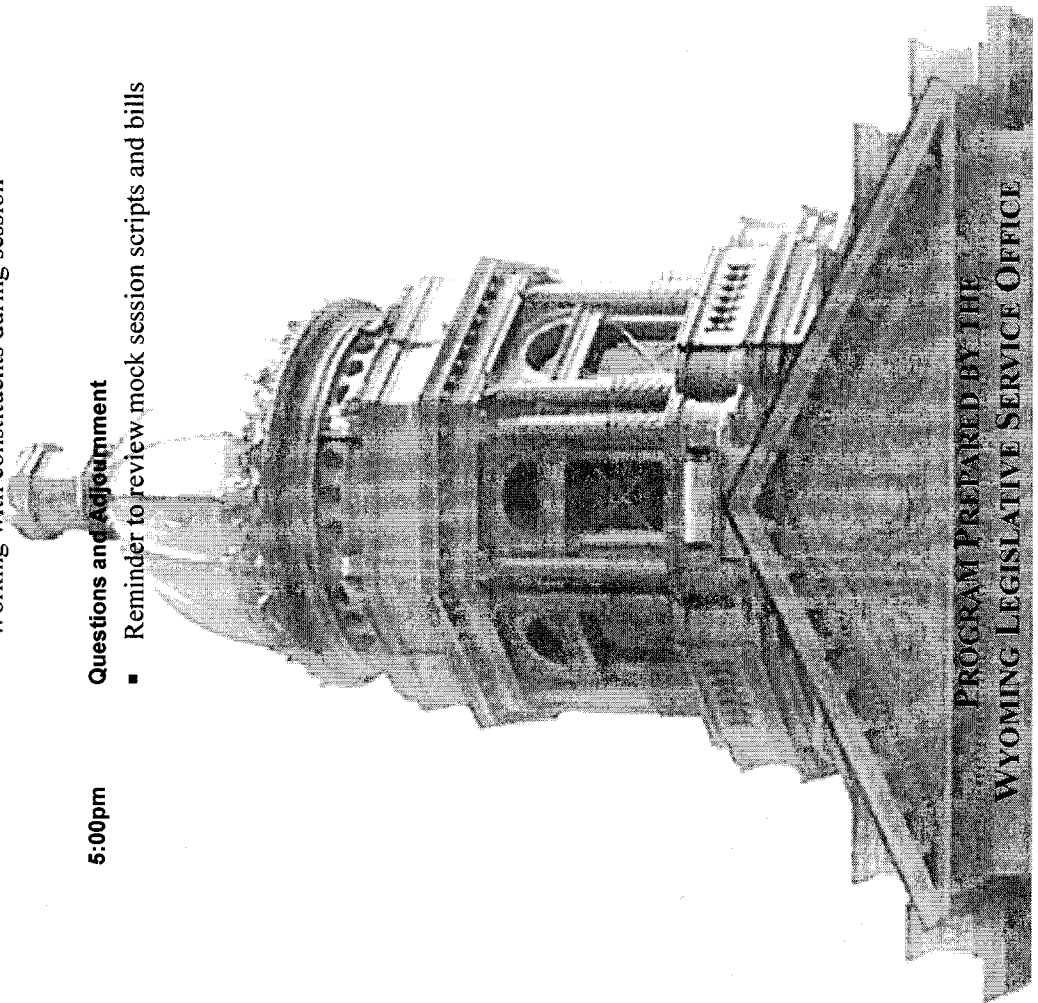
- Reminder to review mock session scripts and bills

# Wyoming Legislature NEW MEMBER ORIENTATION



## Orientation Session Five THE ART of LEGISLATING LEGISLATIVE RULES and PROCEDURES

Friday, January 4, 2013  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming



# FRIDAY, JANUARY 4, 2013

## Overview of Previous Day

- 8:00am Questions from Previous Day  
*Legislator Faculty*
- Refreshments available in House Break Room

## Transitioning from Campaigning to Governing

- 8:15am The Hallmarks of Legislating  
*Dr. Phillip Boyle, Leading and Governing Associates*
- Introduction
  - Legislative Choices (Exercise)
  - Values of the Public Good (Exercise)

- 9:45am Break
- Refreshments available in House Break Room

- 10:00am Hallmarks of Legislating Continued
- Policy Problems and Choices (Exercises)
  - Conclusions

- 11:00am Legislator Roundtable on Governing  
*Senators Ross, Nicholas, Rothfuss*  
*Representatives Lubnau, Brown*

- 11:30am Lunch

## Custom, Decorum, and Tradition

- 1:00pm Importance of Custom, Decorum, and Tradition to the Legislative Institution  
*Brenda Erickson, Natl Conference of State Legislatures*

- 1:30pm A View of Legislating With and Without Decorum  
*Senators Ross and Rothfuss*  
*Representatives Lubnau and Throne*

- 1:45pm Practical Advice About Custom, Decorum and Tradition  
*Brenda Erickson, NCSL, moderator*

*Senators Ross and Rothfuss*  
*Representatives Lubnau and Throne*

- Perspectives on the legislative institution
- Honoring the institution ... you are the institution
- Promoting the work of the legislative branch
- Respecting custom and tradition
- Decorum in the legislative branch throughout the year
- How to disagree without being disagreeable
- The importance of negotiation and compromise
- Relationships and consensus building

## Legislative Procedures and Rules

2:30pm Organization and Hierarchy of Rules and Procedures

*Brenda Erickson, NCSL*  
*Dave Gruver, Legislative Counsel*  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*

- Constitutional provisions
- Statutory provisions
- Legislative rules
- Wyoming Manual of Legislative Procedure
- Mason's Manual of Legislative Procedure
- Historic precedent/tradition

Break

- Refreshments available in House Break Room

3:15pm In-Depth Review of Rules and Procedures  
(Senators will meet in House Break Room)

*Senator Ross and Representative Lubnau*  
*Diana Williamson, Senate Chief Clerk*  
*Patty Benskin, House Chief Clerk*

- Review of legislative rules and procedure homework
- Differences in House and Senate procedures

4:15pm Emergency Evacuation Procedures During Session

*Wendy Madsen, Legislative Information Officer*  
*Lt. Klief Guenther, Wyoming Highway Patrol, Division O*

- Types of emergencies
- Where to go in an emergency
- Introduction of House and Senate staff responsible for emergency evacuation

## Staffing Services Available During the Session

3:30pm

### House Staff Services

- Patty Benstin, House Chief Clerk*  
*Representatives Lubnau, Brown, Throne*
- Unique procedures in House
  - House Clerical Assistants
  - House staffing services
  - Supplies available in House
  - Printers in House

3:30pm

### Senate Staff Services

**(Senators will go to Senate Chamber)**

- Diana Williamson, Senate Chief Clerk*  
*Senators Ross, Nicholas, Rothfuss*
- Unique procedures in Senate
  - CoW procedures in Senate
  - Microphone use in Senate
  - Senate staffing services
  - Supplies available in Senate
  - Printers in Senate

## Overview of Session Schedule

4:00pm

Reminder of LSO Services Available During the Session

*Wendy Mastron, Legislative Service Office*

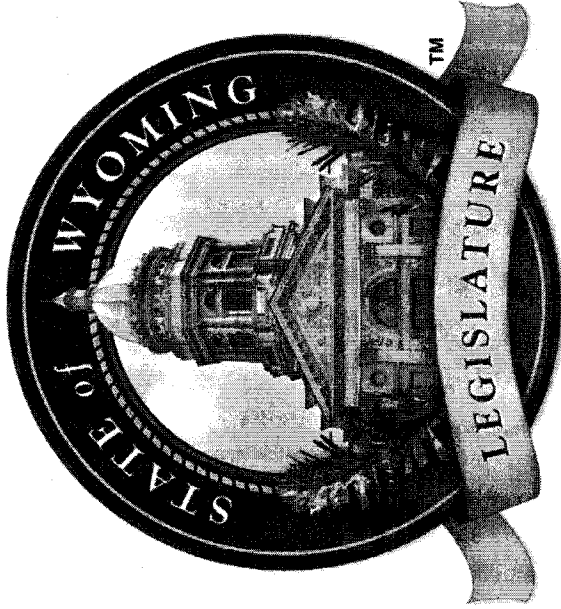
### Overview of Session Schedule

- Senator Ross and Representative Lubnau*
- What to expect the first week
  - Key dates, deadlines and crossover

4:30pm

Questions, Overview of Next Session, and Adjournment

# Wyoming Legislature NEW MEMBER ORIENTATION



## Orientation Session Six MOCK LEGISLATIVE SESSION

Saturday, January 5, 2013  
House of Representatives Chamber  
Wyoming State Capitol  
Cheyenne, Wyoming

PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE

# SATURDAY, JANUARY 5, 2013

## Overview of Previous Day

8:00am

Questions from Previous Day

*All Legislator Faculty*

- Refreshments available in House Break Room

8:15am

Legislative Process for Bill Enactment or Defeat

*Senator Ross*

*Representative Lubnau*

- Introduction through vetoes and veto override
- Order of business

## Introduction, First Reading, and Reference of Bills

8:45am

Mock Introduction, First Reading, and Reference

*All Legislator Faculty (See Mock Session Script)*

*Patty Benskin, House Chief Clerk*

*Diana Williamson, Senate Chief Clerk*

8:50am

Move to Room 302

## Standing Committee Procedures (Room 302)

9:00am

Tips for Effective Committee Work

*Representative Pete Illoway*

*Senator Nicholas*

*Representative Throne*

- Protocol and decorum in meetings
- Importance of working a bill
- Making the public feel welcome

9:30am

Standing Committee Procedures

*Representative Pete Illoway*

▪ Role of committee

▪ Order of meeting

**Mock Committee Meeting**

*Representative Pete Illoway*

*All Legislator Faculty (See Mock Session Script)*

*All New Members (See Mock Session Script)*

- Testimony for and against bills
- Work bills to report out of committee

10:30am

Break (Go back to House Chambers)

- Refreshments available in House Break Room

## The Process of Amending Legislation (Room 302)

10:45am

Amendment Processes

*LSO Legal Services Staff*

- Process for drafting amendments
- Amendment numbering process
- Tracking amendments
- Sponsorship of amendments
- Constitutional provisions related to amendments

11:30am

Lunch

## Committee of the Whole (House Chambers)

1:00pm

Mock CoW Floor Session

*All Legislator Faculty (See Mock Session Script)*

*All New Members (See Mock Session Script)*

*Diana Williamson, Senate Chief Clerk*

*Patty Benskin, House Chief Clerk*

- Legislative faculty walk through CoW script
- Use of microphones—generally

## Second and Third Reading

2:15pm

Mock Second and Third Reading Floor Session

*All Legislator Faculty (See Mock Session Script)*

*All New Members (See Mock Session Script)*

*Diana Williamson, Senate Chief Clerk*

*Patty Benskin, House Chief Clerk*

## Floor Procedure Protocols

3:00pm

Floor Procedures and Unusual Motions

*Diana Williamson, Senate Chief Clerk*

*Patty Benskin, House Chief Clerk*

- Unusual floor procedures and motions
- Courtesy and protocols on the floor
- Guests on the floor and behind bar
- Notes from Lobby

3:15pm

Break

- Refreshments available in House Break Room



## Social Media—What You Need to Know

All legislators who use social media (or are considering using social media) are strongly encouraged to attend this session.

3:00pm **Social Media Success**

*Jon Kuhl, National Conference of State Legislatures  
Natalie Wood, National Conference of State Legislatures*

Legislators are using social media to disseminate information, communicate with constituents, and increase transparency and public participation. As you are using these communication tools, learn how to avoid potential pitfalls. This session will:

- Review basic social media concepts
- Describe how social media is being used
- Raise ethical/tension points
- Share best practices that you can adopt – tools that improve communication and enhance the institution

## Computer Training (Room 302)

This training session is mandatory for new legislators and returning members are encouraged to attend, as well.

4:00pm

**Get the Most Effective Performance From Your Laptop**

**How to Search Statutes Online**

**Navigating the Internet and Intranet**

## Intern Meet and Greet (Room 302)

All legislators are welcome to attend to meet the college interns who are available to work for all legislators. All legislators who have signed up for individual interns should definitely plan to attend this session.

5:00pm

**Interns meet sponsoring legislators**

**Legislative Support Interns, Gov. Director**

**Expectations of program**

**Tips for a productive relationship**

**Ideas for intern projects**

PROGRAM PREPARED BY THE  
WYOMING LEGISLATIVE SERVICE OFFICE

# Wyoming Legislature ALL MEMBER TRAINING



**MEDIA TRAINING**  
**ANTI-DISCRIMINATION TRAINING**  
**ETHICS TRAINING**  
**COMPUTER TRAINING**  
**INTERN MEET AND GREET**

**COMMITTEE CHAIRMAN TRAINING**  
**NEW LEADER TRAINING**

Monday, January 7, 2013  
Wyoming State Capitol  
Cheyenne, Wyoming

# MONDAY, JANUARY 7, 2013

## New Leader Meeting (Room 302)

All majority and minority members of leadership are welcome to attend.

### 8:00am Leadership Meeting

*Senator Tony Ross*

*Representative Tom Lubnau*

- Roles and responsibilities of members of leadership
- Breakout with House and Senate Chief Clerks

## Committee Chairman Meeting (Room 302)

Committee chairmen and vice chairmen should plan to attend this meeting. The ranking minority party member on each committee is also welcome to attend this session.

### 9:00am

#### Committee Chairman Meeting

- Room 302 features
- Fiscal notes with administrative fiscal impact
- Committee handout form
- Videoconferencing services available for hearings
- Breakout with House and Senate Chief Clerks

## New Committee Chairman Training (Room 302)

New Committee chairmen and vice chairmen should plan to attend this meeting. The ranking minority party member on each committee is also welcome to attend this session.

### 10:00am

#### New Committee Chairman Training

*Representative Tom Lockhart*

- Role of committees in the legislative process
- Responsibilities of the committee chairman
- Strategies for planning and preparation
- Running efficient and productive committee meetings
- Making the public feel welcome
- Overview of *Rules of Procedure*
- Q and A with returning chairmen

## Hands-on Media Training (Herschler Room B63)

New legislators are strongly encouraged to attend this session and returning members are encouraged to attend, as well.

### 11:00am

#### Media Training

*Jon Kuhl, National Conference of State Legislatures*  
*Wendy Madsen, Legislative Information Officer*

- Getting your message out
- How to succeed in media interviews
- Key messaging
- Media protocols

## Anti-Discrimination Training (Herschler Room B63)

This training session is mandatory for new and returning members.

### 1:00pm

#### Anti-Discrimination Training

*Bill Pilger, Attorney General's Office*

- Overview of Management Council Policy
- Sexual harassment definitions
- Reporting procedures

## Making Ethical Decisions (Herschler Room B63)

Returning members are strongly encouraged to attend this session. New members do not need to attend as it is a repeat of training already provided to you.

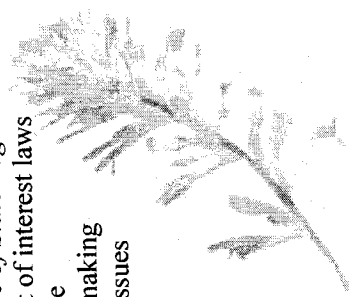
### 2:00pm

#### Being Ethical in Today's Legislature

*Mark Quiner, Assistant Director for Administration*

*Natalie Wood, National Conference of State Legislatures*

- Wyoming's ethics and conflict of interest laws
- Context for a citizen legislature
- Value-based ethical decision-making
- Tips for considering difficult issues



Welcome to the Montana Legislature  
2012 New Legislator Orientation

(All sessions are in the State Capitol)

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WEDNESDAY, NOVEMBER 14, 2012  
Capitol Building, Helena

Time	Event	Locations - tent.
8:00 a.m.	Hosted breakfast	3rd Floor, Fan Window
10 a.m.	<b>Senate and House caucuses</b>	1st (2) and 3rd (2) floors
1 p.m.	<b>Welcome Legislative Agencies Introduction - Directors</b> <ul style="list-style-type: none"><li>• Welcome, who is conducting training, role of staff, what to expect: mentor teams</li></ul> <b>Government 101</b>	House chambers
1:30 p.m.	<b>Introduction and Plenary session:</b> <ul style="list-style-type: none"><li>• <b>Pay and Benefits</b></li></ul>	House chambers
3:15 p.m.	Break	3rd Floor Snack Bar
3:30 p.m.	<b>Computer IT Services Intro - Support, Security, and IT Allowance</b>	House chambers
4:15 p.m.- 5:00 p.m.	<b>Mentor Teams - Discussion on division roles - Who we are? How can we help you?</b>	Home Rooms - 7 on first floor
5:30 p.m.	Dinner (and photos)	Gateway Center

**THURSDAY, NOVEMBER 15, 2012**

Time	Event	Location
6:30 - 8:30 a.m.	<b>Health Screening/Flu Shots</b>	Room 165 (Legislative Audit Division Conference Room)
7:30 - 8:30 a.m.	<b>Breakfast</b>	3rd Floor Snack Bar
8:30 - 10:30 a.m.	<b>Introduction/Morning sessions (2):</b> each session approximately 1 hour; participants attend both with presenters rotating. Questions in mentoring groups. (catch-up photos) • Bill Drafting (and Mechanics) (1 hour) • Rules, Decorum, Civility (1 hour)	Room 317 - classroom style/ Room 303
10:30 a.m.	Break	3rd Floor Snack Bar
10:45 - 12:00 p.m.	<b>Mentor Teams</b> - Meet with Mentors in small groups - staff agencies and follow-up on morning sessions (LSD, bill draft requesting, mechanics, and rules, ethics, and decorum)	1st floor Home Rooms
12:00 - 1:00 p.m.	<b>Lunch</b>	Rotunda
1:00 - 2:00 p.m.	<b>Introduction to "Committees"</b> - session, interim, decorum, committee video	House chamber
2:00 - 3:00 p.m.	<b>Mentor Teams</b> - describe role of committees and public participation (1,2,3, types of policies or agencies, help fill out committee preference forms)	1st floor Home Rooms
3:00 - 3:30 p.m.	Break	3rd Floor Snack Bar
3:30 - 5:00 p.m.	<b>General Budget Overview</b> • Staff • Resources	House chambers
4:30 - 6:30 p.m.	Reception	Montana Historical Society

**FRIDAY, NOVEMBER 16, 2012**

<b>Time</b>	<b>Event</b>	<b>Location</b>
<b>7:30 - 8:00 a.m.</b>	Breakfast	3rd Floor Snack Bar
<b>8:00 a.m.</b>	<b>Senate, House Facilities and Staff</b> (Plenary)	House Chamber
<b>8:30 a.m.</b>	<b>Public Access &amp; Media Relations</b>	House Chamber
<b>9:30 a.m.</b>	Short break (with H/S staff and media)	House anteroom
<b>9:45 a.m.</b>	<b>Improve Your Communications → Improve Your Impact</b> -- Bill Graham -- Courtesy of CSG-West Westrain Speaker Bureau	House Chamber
<b>11:45 a.m.</b>	Meet in caucuses to discuss bill requests, leadership direction	1st (2) and 3rd (2) floors
<b>12:00 noon</b>	Adjourn	
<b>1 to 3 p.m.</b>	Leadership Orientation	TBD

New Legislator Orientation is sponsored by the  
Montana Legislative Council

A special thanks to all the staff of the Montana Legislative Branch  
that helped to put this event together.

## **63rd Montana Legislature – 2013**

### **First Week Schedule**

**Please Note: This schedule is subject to change and does not include bill hearings. For a list of scheduled bill hearings, please refer to the Legislative Automated Workflow System (LAWS). A link to LAWS can be found on the legislative branch website at [www.leg.mt.gov](http://www.leg.mt.gov)**

Monday, Jan. 7, 10 a.m. – Swearing-In Ceremony for State Elected Officials – Front steps of Capitol

Monday, Jan. 7, noon – 63<sup>rd</sup> Legislative Session Convenes, Swearing-In Ceremony for Legislators – House & Senate Chambers

Tuesday, Jan 8, 8 a.m. – Law School for Legislators – House Chambers

Tuesday, Jan. 8, 2 p.m. – Chair of the day training for House members – House Chambers

Wednesday, Jan. 9, 8 a.m. – Organizational Committee Meetings: House State Administration – Rm 455; House Taxation – Rm 152

Wednesday, Jan. 9, 9 a.m. – Budget presentation by Legislative Fiscal Division staff to Joint House Appropriations and Senate Finance & Claims Committees – Rm 303

Wednesday, Jan. 9, 9:30 a.m. - Organizational Committee Meeting: Joint House FRET & Senate Energy - Rm 317 - re: proposed federal changes to how Power Marketing Administrations operate

Wednesday, Jan. 9, upon adjournment of floor sessions – Rules training for all legislators – House Chambers

Thursday, Jan. 10, 1 p.m. – Senate Max Baucus will address joint legislative session upon convening of floor sessions in joint session – House Chambers

Thursday, Jan. 10, 3 p.m. - Organizational Committee Meetings: House Fish, Wildlife & Parks – Rm 152; House Local Government – Rm 172; Senate Energy – Rm 317

Friday, Jan. 11, 8 a.m. – Organizational Committee Meetings: Appropriation/Finance & Claims Subcommittees: Education – Rm 472; General Government – Rm 350; Health & Human Services – Rm 102; Judicial Branch, Law Enforcement & Justice – Rm 317A; Long-Range Planning – Rm 317B; Natural Resources & Transportation – Rm 317C

Friday, Jan. 11, 1 p.m. – Presentation of proposed legislative districting & apportionment plan presented by Justice Regnier to joint legislative session upon convening of floor sessions in joint session – House Chambers

Friday, Jan. 11, 3 p.m. – Organizational Committee Meetings: Joint House & Senate Education Committee – Common Core Informational Hearing – Rm 303; House Federal Relations, Energy & Transportation – Rm 172; House Human Services – Rm 152; Senate Natural Resources, Rm 317

Saturday, Jan. 12, upon adjournment of floor sessions - Tour of Montana State Prison & Montana Correctional Enterprises – open to all legislators - bus scheduled to leave 15 minutes after adjournment of last floor session - legislators interested in tour should contact Bob Anez, DOC, by email at [banez@mt.gov](mailto:banez@mt.gov) no later than Jan. 11